

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 2528 Page 1 of 1
Agency MD DEPT OF THE ENVIRONMENT WATER MANAGEMENT ADMIN/ ENFORCEMENT DIV		Division/Unit

Item No.	Description	Retention
	This schedule supersedes schedule # 2416	
1.	Compliance Sampling Inspections These folders contain NPDES Compliance Sampling Inspection Reports. The file folders contain the Compliance Sampling Inspection Report, field notes, laboratory reports, a working copy of the NPDES permit and miscellaneous correspondence.	10 years (2 NPDES permit cycles) Then destroy.
2.	Whole Effluent Toxicity These file folders contain laboratory reports of whole effluent toxicity (WET) testing, toxicity testing plans and plan approvals, toxicity reduction evaluation plans and approvals, and miscellaneous correspondence.	10 years, if no toxicity, then destroy. If toxicity is involved, retain for 10 years after completion of toxicity reduction plan, and then destroy.

Scheduled Approved by Department, Agency, Or Division Representative. Date <u>2/19/09</u> Signature <u><i>David Lyons</i></u> Typed Name <u>David Lyons</u> Title <u>Deputy Director, Compliance Program</u>	Schedule Authorized by State Archivist Date <u>15 Sep 09</u> Signature <u><i>Edward C. [unclear]</i></u>
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